

September 1, 2011

PERSONNEL COMMITTEE MEETING MINUTES

At 6:04 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds (new member), and Deborah Christen. Also present was Laura Williams (Selectmen's office).

On-going Business:

1. **Public Comment:** None.

2. **Personnel Actions to Review and Approve – effective 7/1/11:**

Fire Department – EMT – Grade 7:

Richard Bishop, Step 2, 15.98/hour; and Ian Reynolds, Step 2, 15.98/hour.

Fire Department – Firefighter – Grade 7:

Alexander Cloutier, Step 2, 15.98/hour, Thomas McCormack, Step 2, 15.98/hour, and Eric Parsons, Step 2, 15.98/hour.

Fire Department: J. Greg Massak, Lt., Grade 10, Step 3, 21.31/hour

3. **Personnel Change/Hiring Notifications:**

Fire Department – New Hires:

Richard Bishop, EMT, Grade 16, Step 1, 15.79/hour, effective 2/1/11; Alexander Cloutier, Firefighter, Grade 16, Step 1, 15.79/hour, effective 2/1/11; Thomas McCormack, Firefighter, Grade 16, Step 1, 15.79/hour, effective 5/1/11; Erick Parsons, Firefighter, Grade 16, Step 1, 15.79/hour, effective 2/1/11; and Ian Reynolds, Firefighter, Grade 16, Step 1, 15.79/hour, effective 2/1/11.

Personnel Changes:

Fire Department: Lori Roach, change to Paramedic, Grade 9, Step 1, 18.43/hour, effective 7/1/11.

Sewer Department: Barbara Lefebvre, Sewer Business Manager, Grade 11, Step 3, 23.23/hour, effective 7/1/11 (Transfer from contract to S.A. P.).

Planning Board: Marion Benson, Planning Director, Grade 13, Step 1, 26.02/hour, effective 7/1/11 (Transfer from contract to S.A.P.).

Question about C. Lekaditis and M. Hippler's Dispatcher rate adjustment – Chair will speak to Town Manager and bring information to next meeting.

4. **Review of Previous Meeting Minutes:** Minutes of July 7, 2011 (William 1st, Deb 2nd) meeting were approved.

Current Business:

1. **Job Description Format Project:** Question about consultant – Chair will discuss with Town Manager and ask about database from state.

2. **Discussion on, Review of Progress and Assignments of LPC Initiatives:** Will review Calendar at October meeting. The following officers were nominated and elected unanimously:

Chair – Robert Rand (Deb 1st; William 2nd)

Vice-Chair – William Murray (Deb 1st; Robert 2nd)

Secretary – Deborah Christen (Robert 1st; William 2nd)

3. **Changes to LPC web site:** Tabled until October meeting.

4. **Next Meeting Agenda:** Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Changes to LPC website, and Next Meeting Agenda.

The next scheduled meeting will be on October 6, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Barbara 1st, Robert 2nd) at 7:13 p.m.

Respectfully submitted,

Deborah Christen
Deborah Christen, Secretary

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CLERK OFFICE